



# NATSILS

NATIONAL ABORIGINAL & TORRES  
STRAIT ISLANDER LEGAL SERVICES

## NATIONAL ABORIGINAL AND TORRES STRAIT ISLANDER LEGAL SERVICES (NATSILS)

### POSITION DESCRIPTION

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| <b>Position title:</b>       | Legal Secretariat Officer   |
| <b>Reporting to:</b>         | Executive Officer   |
| <b>Location:</b>             | Victorian Aboriginal Legal Service,<br>Preston Office (Melbourne) |
| <b>Salary:</b>               | \$60,000- \$80,000  |
| <b>Status of employment:</b> | Full time fixed term  |

#### Overview of NATSILS

The National Aboriginal and Torres Strait Islander Legal Services (NATSILS) is the national peak representative body for the Aboriginal and Torres Strait Islander Legal Services (ATSILS) around Australia, including the:

- Aboriginal and Torres Strait Islander Legal Service (Qld) Ltd (ATSILS Qld);
- Aboriginal Legal Rights Movement Inc. (ALRM);
- Aboriginal Legal Service (NSW/ACT) (ALS NSW/ACT);
- Aboriginal Legal Service of Western Australia Ltd (ALSWA);
- North Australian Aboriginal Justice Agency (NAAJA);
- Tasmanian Aboriginal Community Legal Service (TACLS); and
- Victorian Aboriginal Legal Service Co-operative Limited (VALS).

NATSILS provides a united voice at the national level for the rights of Aboriginal and Torres Strait Islander people and also supports the ATSILS to provide high quality and culturally competent legal services.

#### About the role

The Legal Secretariat Officer of NATSILS provides high quality secretariat support services to the Executive Officer, Chairpersons of NATSILS and to the NATSILS members.

The Legal Secretariat Officer:

- Exercises discerning skills to research and develop solutions to complex legal services issues informed by an Australia-wide approach to building strong communication across the ATSILS and the broader legal services sector.

- Provides direct strategic advice and analysis services to internal and external stakeholders regarding justice system reform.
- Works closely with the Executive Officer and Chairpersons of NATSILS to ensure NATSILS strategic priorities are designed, achieved and evaluated.
- Coordinates communications, feedback and discussions of state and national issues between ATSILS members and the Commonwealth Attorney General’s Department.
- Identifies challenges to access to justice and suggests solutions.
- Drafts submissions in response to commissions of inquiry, reviews and new policy initiatives issued by government.
- Drafts content for external communications with media and other key stakeholders.
- Co-ordinates NATSILS forums, including liaising with members, co-chairs and external third parties attending forums, drafting forum reports and actioning resolutions.
- Potential for the role to expand into the following areas:
  - Relationships Management.
  - Performance Improvement Projects.
  - Research and Data.
  - Policy and Advocacy.
  - Monitoring and Evaluation.

**Key Selection Criteria**

**Knowledge:** knowledge and in-depth understanding of the social and legal issues faced by members of the Aboriginal and/or Torres Strait Islander communities across Australia

**Values:** an alignment to the values and vision of NATSILS through a demonstrated appreciation of and sensitivity to the challenges our clients have faced and continue to face in their right for justice and equity.

**Community:** ability to work effectively with members of the Aboriginal and Torres Strait Islander communities, particularly the Aboriginal and Torres Strait Islander Legal Services

**Experience:** demonstrated experience working in a policy role at a local, State and/or National level and/or excellent research and analytical skills with an ability to draft and analyse legal policy documents and communicate complex legal policies in plain language.

**Project management:** demonstrated experience in project management, including experience working in the area of legal assistance, research, communications, media or public affairs.

**Flexibility:** preparedness to work irregular hours and a willingness to travel and present research, findings, project plans and other key materials to forums, media, informal groups and partners.

**Requirements**

- Drivers Licence; and
- National police check or working with children check within probation period.

**Key Duties and Responsibilities**

- Maintain a high level of knowledge and understanding of human rights and anti-discrimination justice issues impacting upon Aboriginal and Torres Strait Islander people through continuing education and research.
- Build strong connections and positive working relationships with people NATSILS members and external stakeholders.

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|                                      | <ul style="list-style-type: none"> <li>• Facilitate the coordination of national teleconferences, forum working groups, other meetings and activities to support collaboration by NATSILS members, including meeting schedules, preparation and dissemination of meeting papers and chairing meetings as required.</li> <li>• Organise and facilitate NATSILS Forum meetings and respond to enquiries regarding the work of the NATSILS.</li> <li>• Prepare agendas and coordinate the preparation and circulation of briefing papers and documents for the NATSILS.</li> <li>• Provide clerical and administrative support, including minute-taking, for NATSILS and ensure circulation of accurate draft minutes and action lists to members within ten working days.</li> <li>• Monitor and progress the NATSILS forum actions.</li> <li>• Support capacity building and sector development activities, including performance improvement projects, program and grants management, drafting of submissions and reports, briefing papers, external consultations, media releases and other related work.</li> <li>• Prepare regular written progress reports and maintain records to comply with NATSILS reporting responsibilities.</li> <li>• Provide secretariat and administrative support to the Chairpersons and Executive Officer as requested.</li> <li>• Maintain and update administrative documents such as membership lists and guidelines for the NATSILS and its members.</li> <li>• Maintain NATSILS website and social media platforms.</li> <li>• Develop and manage NATSILS' volunteer base.</li> <li>• In consultation with the Executive Officer, ensure NATSILS strategic priorities are designed, achieved and evaluated Develop proactive media including production of high quality articles, opinion pieces, blogs, posts, tweets, and letters to editors.</li> <li>• Undertake legal research and prepare briefing papers and reports as requested for consideration by the NATSILS.</li> <li>• Undertake other duties as might be reasonably directed by the Executive Officer or the Chairpersons of NATSILS.</li> </ul> |
| <p><b>Performance evaluation</b></p> | <p>Your performance will be evaluated on the following:</p> <ul style="list-style-type: none"> <li>• The application of your knowledge of law and associated policy and how this impacts upon the work of the Chairpersons, Executive Officer and NATSILS members including success in law reform initiatives and other agreed projects;</li> <li>• Whether your communication is relevant, articulate and concise (both oral and written) including developing an ability to present effectively to external stakeholders;</li> <li>• The extent to which you demonstrate culturally competent service across the networks;</li> <li>• Whether your capacity to develop supportive, positive and consistent relationships with your network members is strengthened through strategic partnerships and key actions; and</li> <li>• Whether your ability to prioritise competing schedules, inside and outside the office environment reflects your strong organisational and project planning and management skill.</li> </ul>  |

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|                                | <ul style="list-style-type: none"><li>• Your ability to carry out key duties and responsibilities.</li></ul>    |
| <b>Reporting Relationships</b> | The Legal Secretariat Officer reports directly to the Executive Officer.  |
| <b>NATSILS funding</b>         | NATSILS is primarily government funded. As with all NATSILS staff, this position is subject to ongoing funding. |